**PERFORMANCE REVIEW POLICY**

**PURPOSE**

[EMPLOYER'S NAME] conducts [annual/semi-annual] evaluations of employee performance to ensure that:

* Employees adhere to established workplace standards and achieve set goals.
* Supervisors can evaluate both the strengths and areas for improvement of each employee.
* Employees are made aware of their supervisor’s evaluations, which helps in their development and growth.

This policy is designed to comply with all applicable federal, state, and local laws, including those specific to Maine.

**PERFORMANCE EVALUATION PROCESS**

The performance evaluation process is outlined below, but [EMPLOYER'S NAME] reserves the right to adjust this process at its discretion.

Self-evaluation

The process starts with a self-assessment, giving employees the chance to reflect on their accomplishments since their last review or since being hired. Employees can highlight goals achieved, exceed expectations, challenges overcome, and lessons learned. It also allows employees to offer suggestions for how management or supervisors can better support them.

Assessment criteria

Employees are evaluated against specific criteria, and supervisors assess performance on various indicators to determine whether employees meet, exceed, or fall short of expectations. Areas for evaluation may include:

* Job knowledge.
* Communication abilities.
* Work quality and productivity.
* Adaptability.
* Professionalism.
* Initiative and creativity.
* Time management.
* Reliability.
* Interpersonal skills.
* Leadership and management.

Goal setting

Supervisors will collaborate with employees to establish goals for the upcoming review period. Future reviews will consider progress on goals set in earlier evaluations.

Training and development

Based on the review, supervisors may recommend training or development opportunities to help employees enhance their performance.

Employee feedback

Employees are encouraged to add their own comments to the review and will be asked to sign and date the performance evaluation, acknowledging their discussion with the supervisor.

**RETENTION OF PERFORMANCE REVIEWS**

Performance reviews will be kept on file, and employees will receive a copy of their review for their records.

**POLICY ADMINISTRATION**

The [DEPARTMENT NAME] Department is in charge of overseeing this policy. For any questions regarding this policy or specific aspects of performance reviews not covered here, please reach out to the [DEPARTMENT NAME] Department.

**ACKNOWLEDGEMENT OF RECEIPT AND REVIEW**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and reviewed a copy of [EMPLOYER'S NAME]’s [NAME OF POLICY]. I understand that it is my responsibility to familiarize myself with the policy and adhere to its terms.

I also acknowledge that this policy is not intended to create an employment contract or alter my at-will employment status, unless otherwise specified in a written agreement signed by an authorized representative of [EMPLOYER'S NAME]. Any delay or failure by [EMPLOYER'S NAME] to enforce the provisions of this policy does not constitute a waiver of its rights to enforce them in the future.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date